



OFFICE MEMORANDUM

DATE: May 12, 1998

TO: Region Engineers
Region Associate Delivery Engineers
Region Construction Engineers
Resident/Project Engineers
TSC Managers

FROM: C. Thomas Maki
Chief Operations Officer

Gary D. Taylor
Chief Engineer/Deputy Director
Bureau of Highway Technical Services

SUBJECT: BUREAU OF HIGHWAY INSTRUCTIONAL MEMORANDUM 1998-4
Documentation of Time Charged to Local Government Agency Projects

Due to ongoing changes in the Michigan Department of Transportation's relationship with local agencies and their projects, it is important to keep an accurate accounting of costs incurred by the department on these projects. TSC Managers, Resident/Project Engineers, Assistant Engineers, and Technicians are requested to document time spent on local agency projects by coding time worked to the appropriate project numbers.

Chief Operations Officer

Chief Engineer/Deputy Director

Subject Index: Documentation

BOHTS:JTL:jp

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